

MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
JULY 18, 1989

Present: Judy Nicks (Chair), Linda Cartee, Ann Duncan, Mary Harvey, Paula Henderson, Bruce Herczogh, Verna Howell, Diane Lollis, Mary Jo McAnally, John W. McKenzie, Mike McLeod, Deborah Padgett, Pat Padgett, Linda Rice (represented by Walt Berry), Dixie Schmittou, Bonnie Stevens, Herb Stevens, Ruth Taylor. Mark Ford, Clemson Weekly.

Absent: James Blanding, Charlie Butts, Mary Jo Craig, Ann Hughes, Jana Mize, Peter Pepinsky, W. Ray Smith, Ron Herrin (ex officio), Ray Thompson (ex officio).

CALL TO ORDER: Chairperson Judy Nicks called the meeting to order at 10:10.

APPROVAL OF MINUTES: The minutes were approved as distributed. Members of the Commission introduced themselves. Ms. Nicks introduced the officers. Ms. Nicks commented on the responsibilities of Commission members and the challenges facing them. She stressed the importance of continuing efforts to improve communication between constituents and board members. Each member was presented a three-ring notebook containing a copy of the Policies and Procedures and a calendar for the year. At the end of a member's term, the notebook would be passed on to the successor. Ms. Nicks stated that meetings would be conducted according to Robert's Rules of Order and requested that all motions be in writing. An Action List will be generated during each meeting. Pat Padgett agreed to record the Action List during this meeting. The list will be reviewed at the end of the meeting as a reminder. Ms. Nicks stated that meetings would be conducted following a detailed agenda. She stressed the importance of committee work.

COMMITTEE REPORTS: Committee chairs spoke briefly about the function of each committee and possible activities for the coming year.

Policy Committee (Ruth Taylor)

Welfare Committee (Mary Harvey)

Communications Committee (Ann Duncan)

Mark Ford, editor of the CU Newsletter, commented on his publication's support of the Commission and reminded members to get their "mug shots."

UNIVERSITY COMMITTEE REPORTS: Chair Judy Nicks noted staff representation on the following university committees: Presidents Cabinet, Athletic Council, Strategic Planning, Parking and Traffic, and Facilities Planning.

Verna Howell made the following motion:

That representation by members of the Commission on various University committees and the manner in which those representatives are selected be documented in the Commission's Policies and Procedures.

The motion was seconded. The motion passed.

OLD BUSINESS:

- a. Fence Update: Ruth Taylor, chair of the Policy Committee, reported on the history and current status of the fence erected by the Athletic Dept. around the track area. Ms. Taylor made the following motion:

That the Commission on Classified Staff Affairs make a recommendation to the Athletic Council, that because of the limited hours that the Classified Staff will have to use the fenced in area behind Jervy based on their work schedules, that the Council make every effort to recommend to the Athletic Department that the hours this area is opened for use be extended to cover a time period from 7:30 a.m. until dark on weekdays and weekends. If the track area itself has to be secured, perhaps consideration could be given to extending the hours that the practice fields will be open for use.

Mike McLeod moved an amendment to the motion changing the word dark to sunset. The motion to amend was seconded and passed.

The vote on the original motion as amended was favorable.

Ms. Nicks will forward the recommendation to the Athletic Council.

NEW BUSINESS:

- a. Agenda for the Year

Pat Padgett moved to accept the agenda as presented. After some discussion, Ms. Padgett withdrew her motion. Several suggestions were made for additions and/or deletions to the suggested agenda:

- add longevity to item 6, "pay increase program";
- refer to item 6, "pay increase program," as compensation package;
- add early retirement to item 5, "fringe benefits program review";
- promote classified staff involvement in graduation exercises;
- educational assistance, including evening classes.

Ms. Nicks requested that any suggestions should be forwarded to her. The committee will present a re-worked agenda for fiscal year 1990 to the Commission in August.

- b. Committee Assignments for 1990

Verna Howell moved the following:

I move we accept the draft of the Committee Assignments FY 90 with the understanding that it is not all-inclusive.

The motion was seconded and passed.

c. Meeting Schedule

Pat Padgett moved that the meeting date for FY 90 be set as the second Tuesday, from 10:00 a.m. to 12:00 noon.

The motion was seconded and passed.

Ruth Taylor noted that Policies and Procedures stated that "the meeting shall last no longer than one and one half hours." Ms. Taylor moved the following:

Move that we amend the statement in Policies and Procedures under A. Meeting Schedule to change the last sentence to read "The meeting shall last no longer than two hours."

The motion was seconded and passed.

Other New Business: Mary Harvey voiced concern among classified employees about faculty being included in the distribution of the December bonus.

ANNOUNCEMENTS:

Mark Ford reminded members to get their photos taken for the Newsletter. Announced deadline is Friday.

Judi Nicks requested members sign up for service on the committee of their preference.

Pat Padgett congratulated Ruth Taylor on her selection as classified staff employee of the year.

The meeting was adjourned at 12:00 noon.

Respectfully submitted,

Dianne Haselton
Recorder